

## **INSTRUCTIONS FOR ORDERING FROM THE PAPER QPA'S**

**Multiple awards have been made and are as follows:**

**QPA# 9767 with Millcraft Paper can be used by agencies within the following counties**

Sullivan, Vigo, Clay, Putnam, Lawrence, Monroe, Morgan, Hendricks, Boone, Hamilton, Madison, Delaware, Hancock, Shelby, Johnson, and Marion (including Government Complex).

**QPA# 9768 with Novus Paper and Packaging can be used by agencies within the following counties:**

Lake, Porter, LaPorte, St. Joseph, Elkhart, La Grange, Steuben, Jasper, Starke, Marshall, Pulaski, Fulton, Kosciusko, Marion (including Government Complex), Noble, Dekalb, Whitley, Allen, Cass, Miami, Wabash, Huntington, Wells, Adams, Howard, Grant, Blackford, Jay, Tipton, Madison, Delaware, Randolph, Henry, Wayne.

**QPA # 9828 with Office Max can be used by All State Agencies.**

When ordering from the Office Max paper QPA you must follow these additional instructions to obtain the correct location for your PO. After selecting all items and returning to the requisition summary click on line details (two sheets of paper) and enter the QPA number in Contract ID; and QPA Line # in the Line. Click return to the previous main panel and continue processing as usual.

**PLEASE READ CAREFULLY, AS THERE ARE TWO OPTIONS THAT AN AGENCY WITHIN THE GOVERNMENT COMPLEX HAS TO CHOOSE FROM WHEN PLACING ORDERS FOR PAPER. (Definitions are below)**

**AGENCIES LOCATED IN ANY BUILDING FACING OR WITHIN THE BOUNDARIES OF, CAPITOL AVENUE, WASHINGTON STREET, WEST STREET, AND OHIO STREET ARE CONSIDERED WITHIN THE GOVERNMENT COMPLEX.**

Central Printing will place all orders for paper. The following instructions need to followed:

- Orders will be placed via PeopleSoft e-Procurement to the QPA vendor (**DO NOT SELECT YOUR VENDOR AT THE REQUISITION LEVEL THROUGH EDIT DEFAULTS, THE VENDOR WILL DEFAULT IN AT REQUISITION EXPEDITOR.**)
- Select the **Ship to of 061CENP**
- Expedite the order to PO
- Select the **standard comment of IGC Paper Delivery under Shipping Comments and place it in the header comments of your PO. Your copy service # must be listed in this comment.**
- **Order quantity cannot be smaller than one (1) case. No ream orders will be accepted**
- Print Purchase Order and route to Central Printing. Purchase Orders can be faxed to 233-5978.
- Delivery will generally be made within 1-3 business days from receipt of requisition
- Delivery will be to the office suite not individual offices
- Agency will be ID billed by IDOA a 10% service/delivery fee based on the amount of the PO if you need Central Printing to deliver.

**SPECIAL NOTE:** Agencies can pick up your order at Central Printing and avoid the 10% service/delivery fee.

If an agency in the Government Center orders paper by the skid, the process is the same as above but there will be no delivery and no service fee as the agency will be responsible for relocating the skid to their location from the east dock. Central Printing will notify the requestor when the order has arrived and is ready for pick up.

If recycled paper is not available, an order may be filled with virgin paper.

Order process for paper not included in the market basket (i.e. colored paper, odd size, etc) and thus not listed on the QPA is the same as the above with the exception that:

- Orders will be placed via PeopleSoft Special Request
- Orders for a ream will be accepted, if available.

If you need assistance choosing colored or specialty paper contact the IDOA Print Shop for guidance.

**AGENCIES LOCATED OUTSIDE THE GOVERNMENT COMPLEX ARE TO ORDER DIRECT FROM THE QPA VENDOR WHO HOLDS THEIR AREA'S QPA.**

Orders for market basket items from agencies located outside the Indiana Government Center will be placed like any normal QPA order.

All orders are to be made via PeopleSoft e-Procurement

Access the QPA vendor(s) identified for the county in which the office is located

If more than one vendor is available for a county, determine the vendor with lowest price and most favorable delivery timeframe and select your item

Once lowest responsible/responsive bidder is determined, order using PeopleSoft in the same manner as any other PeopleSoft order.

Remember that recycled paper is to be purchased unless it is not available

If the order is within the agency streamline authority, you may fax the order to the vendor. (Fax numbers are listed below)

Order process for specialty paper and paper outside the market basket (i.e. colored paper, odd size, etc) is as follows:

- Send an e-mail bid request to the appropriate QPA vendor(s) (those that service your county) as listed below detailing your requested items. (Make sure you list in your requested the date and time the response is needed by)
- Determine lowest responsive and responsible vendor and place order via PeopleSoft Special Request
- Orders per ream will be accepted, if available.
- If you order is within your streamline authority, you may fax the order to the vendor. (Fax numbers are listed below)
- Process as any other QPA order, along with attaching the quotes to the QPA PO for record keeping.

EMAIL CONTACTS:

Office Max-	<a href="mailto:TeresaBuck@officemax.com">TeresaBuck@officemax.com</a>	
Novus Paper & Packaging-	<a href="mailto:sandy@novuspaper.com">sandy@novuspaper.com</a>	info@novuspaper.com.
The Millcraft Paper Co-	<a href="mailto:js6950@aol.com">js6950@aol.com</a>	

FAX NUMBERS:

Office Max – 800-642-6473  
Millcraft Paper – 317-890-2059  
Novus Paper – 260-459-1799

Please note, you will always be able to get at least two (2) prices for special requests as there is one firm that services the entire state and at least one other per county. Remember that you should always notify all vendors that service your county about a special request opportunity.

These instructions can be found at <http://www.in.gov/idoa/proc/resources.html> or <http://www.in.gov/idoa/services/proctraining/> by clicking on Instruction for Paper QPA. The actual QPAs can be viewed at [http://www.in.gov/idoa/proc/qpa\\_list.html](http://www.in.gov/idoa/proc/qpa_list.html) and search for the appropriate QPA number.

If you have any questions please contact Susie Smith at [ssmith@idoa.in.gov](mailto:ssmith@idoa.in.gov).